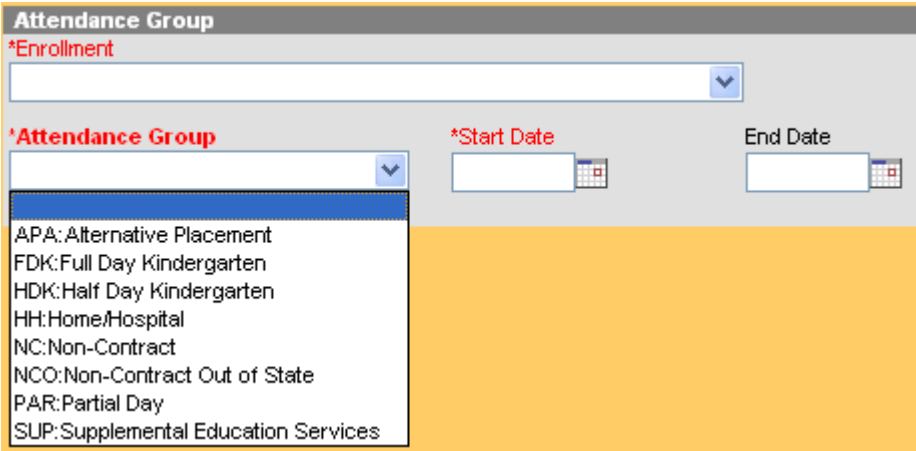


1	Attendance		
KDE Contact (Data Steward)	Cheri Meadows	Updated	07/19/13
Description	Student attendance in Kentucky is the basis for all major funding streams for state and federal revenue.		
Data Standard Reg sites, data use, etc.	KRS 157.270, KRS 157.350, KRS 157.360, KRS 159.010, KRS 159.030, KRS 159.160, KRS 161.200, 702, KAR 7:125, 703 KAR 3:270, 704 KAR 5:060, 704 KAR 7:120, OAG 82-44,		
How is data used	<ul style="list-style-type: none"> • Superintendent's Annual Attendance Report (SAAR) • Growth Factor, January Growth Factor • Annual Attendance Review Process for School Districts • School district self-monitoring to maintain correct attendance data • Data Sharing between systems: CIITS, P20 		
Noted Changes for current year			
Available Ad-Hoc & Reports	<p>The ad hoc reports link to KY specific information and will be used by KDE Attendance Auditors during the Attendance Review process. It is recommended that school districts use these reports regularly to maintain accurate attendance data.</p> <p>Path: Ad Hoc Reporting I Filter Designer I State Published or Ad Hoc Reporting I Data Export I State Published</p> <p>Audit All Tool Rights - Find users with rights of All Tools</p> <p>Audit AFD - Find students who have AFD state code</p> <p>Audit AFR - Find students who have AFR state code</p> <p>Audit ATA - Find students who have ATA state code</p> <p>Audit Check-In/Check-Out – Find times that students were checked in or out in Campus</p> <p>Audit Dropout Questionnaire - Find students who are dropouts</p> <p>Audit EHO - Find students who have EHO state code</p> <p>Audit Expelled SSP1 and SSP2 - Find students who are expelled</p> <p>Audit Home Hospital - Find students in home hospital attendance group</p> <p>Audit IEP and T5 Data - Find students receiving special (T5) transportation</p> <p>Audit Missing T Codes - Check to make sure there are no students with missing T codes</p> <p>Audit Nonresident Contracts - Find students with a non-resident contract</p> <p>Audit Nonresident NonContract - Find students without a non-resident contract</p>		

	<p>Audit Overlapping T Codes - Find students with overlapping T codes</p> <p>Audit Partial Day – Find students who are in a Partial Day Attendance Group</p> <p>Audit Performance Based Courses - Find students who are enrolled in a performance based course</p> <p>Audit SSP - Find students who have been suspended or expelled</p> <p>Audit Virtual Based Courses - Find students who are enrolled in virtual based course</p>
Available Training	<p>Campus Community: Attendance Refresh (Districts only need to contact Campus Support if using this tool for the first time)</p> <p>ICU: KYBOY 1143 2013-14 Beginning of Year Processes</p>
1A	Attendance Group Tab
Campus Path:	Student General Attendance Group Tab
 <p>Attendance Group</p> <p>*Enrollment</p> <p>*Attendance Group</p> <p>*Start Date</p> <p>End Date</p> <p>APA: Alternative Placement FDK: Full Day Kindergarten HDK: Half Day Kindergarten HH: Home/Hospital NC: Non-Contract NCO: Non-Contract Out of State P&R: Partial Day SUP: Supplemental Education Services</p>	
<p>Start Date: Enter the date of the entry into a given attendance group</p> <p>Attendance Group: Select from the drop down menu the type of attendance group to be assigned to the students; state mandated attendance groups are as follows:</p> <p>*HDK: Half Day Kindergarten Attendance Group: Students who participate in half-day kindergarten (Only required if school contains both Full Day and Half Day Kindergarten)</p> <p>*FDK: Full Day Kindergarten Attendance Group: Students who participate in full-day kindergarten (Only required if school contains both Full Day and Half Day Kindergarten)</p> <p>HH: Home/Hospital Attendance Group: Students who receive home/hospital instruction</p> <p>NC: Non-Contract Attendance Group: Students residing in another district for whom a district does not have a contract agreement to provide services</p>	

NCO: Non-Contract Out of State: Students that reside in another state

PAR: Partial Day Attendance Group: Students who receive services in multiple schools or multiple districts or students who only attend school for a portion of the day.

SUP: Supplemental Education Attendance Group: Students who receive additional academic instruction designed to increase the academic achievement of students in schools receiving Title I, Part A services identified as in need of improvement (School Improvement - Year 2 or higher). These services involve tutoring provided by state approved vendors outside the regular school day. Students from **School Improvement - Year 2 and above schools who meet low-income requirements** are the only students eligible to receive SES services.

End Date: Enter the date of the withdrawal from a given attendance group

Partial Day Attendance Group: If partial day attendance group is selected, additional data is required.

The screenshot shows a web form titled "Attendance Group". It includes the following fields and values:

- *Enrollment:** 13-14 EDMONSON COUNTY HIGH SCH Grade:12 Start:08/01/2013
- *Attendance Group:** A dropdown menu showing "PAR:Partial Day".
- *Start Date:** A date picker showing "08/01/2013".
- End Date:** An empty date picker.
- Start Time:** A time picker showing "08:00 AM".
- End Time:** A time picker showing "01:00 PM".
- Avg Partial Minutes:** A text input field showing "300".
- Percent Enrolled:** A text input field showing "73.7%".
- Instructional Periods:** 07:48 AM - 02:35 PM
- Footnote 1:** * Partial Minutes was auto-calculated based on the maximum scheduled minutes if no start time and end time was specified
- Footnote 2:** * Adding/Changing the start/end time and start/end date will update the attendance records

Start Date: Enter the date the student begins partial day attendance

End Date: Enter the date the partial day attendance ends

Start Time: If student's day starts at a time different from the regular schedule starting period, enter time.

End Time: If student's day ends at a time different from the regular schedule ending period, enter time.

Partial Minutes: If student is placed in a Partial Day Attendance Group and a start/end time is entered, this field is auto populated with the amount of minutes student is in attendance when the record is saved.

Percent Enrolled: If student is placed in a Partial Day Attendance Group and a start/end time is entered, this field is auto populated when the record is saved with the percent of time student is enrolled based on minutes of school day.

1B	Check-In/Check-Out, Whole Day Absence
Campus Path:	Student General Attendance Tab New

Check-In/Check-Out

Attendance Information
 Date: 05/24/2014 EHO: 0 Scheduled Minutes: 405

Check Out Check In Attendance Code*

- Type 1100 for 11:00 AM
- Click the period name or start/end time to auto set check out and check in time
- Click the comments table cell to add comments for each check in/check out action.

Class/Period Detail [Click here to mark whole day absent](#)

	Start	End	Duration	Present	Attendance Code	Status	Excuse	Course
1	08:00 AM	09:17 AM	77					66571305-1 US HISTORY
2	09:17 AM	10:34 AM	77					23121514-3 READING INTERVENTION
3	10:34 AM	12:11 PM	97					36121505-2 SPANISH I
4	12:11 PM	01:28 PM	77					26121235-2 HON ENG II
5	01:28 PM	02:45 PM	77					41271205-9 GEOMETRY
6ACTIVITY	02:45 PM	02:46 PM	1					** Not Scheduled

**Educational Enhancement Opportunity check-in/check-out or whole day absences must be entered on this screen*

Date: Actual month, day, year (##/##/##) of absence (system defaults to the current date)

Check-In/Check-Out: Enter check-in or check-out time recorded on Sign-In/Sign-Out sheet.

Attendance Code: Choose one from the "Attendance Code" drop down menu of excused and unexcused absences

Whole Day Absence

Check Out Check In Attendance Code*

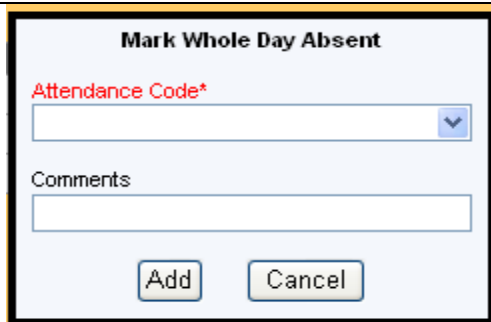
- Type 1100 for 11:00 AM
- Click the period name or start/end time to auto set check out and check in time
- Click the comments table cell to add comments for each check in/check out action.

Class/Period Detail [Click here to mark whole day absent](#)

	Start	End	Duration	Present	Attendance Code	Status	Excuse	Course
1	07:48 AM	09:35 AM	107					7600-1 ART I
2	09:35 AM	11:10 AM	95					2600-1 BUS PRIN AND APP

Select "Click here to mark whole day absent"

Attendance Code: Choose one from the "Attendance Code" drop down menu of excused and unexcused absences.



Mark Whole Day Absent

Attendance Code*

Comments

1C	Attendance Wizard
Campus Path:	Attendance Attendance Wizard

The attendance wizard can also be used to enter student daily attendance. On this screen the upper section, after the attendance date, contains fields that can be used to enter search criteria. The attendance date (upper section) and the attendance fields (lower section) are where the standard data elements are located.

(Upper Section)

Attendance Date* 07/09/2013 

(Lower Section)

Input Attendance Information and Click Save 10:46:27 AM

This section allows the user to input attendance information for selected students in batch or for an individual student.

Saving Mode ☒ Check In/Out ☐ Batch Check In/Out (Multiple Days) ☐ Whole Day

Check Out Check In Attendance Code*

Show Period Schedule

Click Check Out or Check In to set it as current time. Type 1100 for 11:00 AM.

Comments

Records Option ☒ Do NOT overwrite existing records
☐ Overwrite existing records
☐ Fill Down (Available when either check in only or check out only)

Save

Attendance Date: Enter the actual month, day, year (##/##/##) of absence (system defaults to current date)

Saving mode: Select appropriate mode; Check In/Out, Batch Check In/Out (Multiple Days), Whole Day

Check-In/Check-Out: Enter check-in or check-out times as recorded on Sign-In/Sign-Out sheets.

Attendance Code: Choose one from the "Attendance Code" drop down menu of excused and unexcused absences.